

**FISCAL DIRECTIVE
NO. 6
ATTACHMENT B**

PURCHASING PROCESS GENERAL GUIDELINES

GOODS & NON-PROFESSIONAL SERVICES CONTRACTS (Guidelines in accordance with NRS 332)	
\$0.00 - \$5,000	Informal Bid – 1 Quote Required, recommend in writing. If written quote is not available, department representative must provide a contact name, phone and fax number and an email address in the PR Header Note for the vendor.
\$5,000.01 - \$10,000.00	Informal Bid – Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible.
\$10,000.01 - \$50,000.00	Informal Bid – Minimum 3 Written Quotes Required (1 from a local disadvantaged business), when possible
\$50,000.01 +	Formal Competitive Bid Process (Requires a formal bid document and advertising).
Bid awards up to \$500,000 may be authorized by Purchasing and Contracts & the CFO. Bid awards greater than \$500,000 must be authorized by the BCC. (Contact Purchasing and Contracts for further instructions)	

CONSTRUCTION CONTRACTS (Guidelines in accordance with NRS 338)	
\$0.00 - \$25,000.00	Informal Bid – Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible.
\$25,000.01 - \$100,000.00	Informal Bid – Minimum 4 Written Quotes Required (2 from a local disadvantaged business), when possible, and from properly licensed contractors.
\$100,000.01 - \$249,999.99	Formal Competitive Bid Process (Requires a formal bid document and advertising). No Prevailing Wage required.
\$250,000.00 +	Formal Competitive Bid Process (Requires a formal bid document and advertising). Prevailing Wage required.
NOTE: Any project exceeding \$100,000 require bonds (NRS 339). Bid awards up to \$1,000,000 may be authorized by Purchasing and Contracts. Bid awards greater than 1,000,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions).	
NOTE: Stamped drawings and specifications may be required for projects exceeding \$35,000 (NRS 625).	

PROFESSIONAL SERVICES Fall under NRS 332 – CLARK COUNTY GUIDELINES	
\$0.00 - \$25,000.00	Informal Quote – 1 Written Quote Required. Department representative must provide a contact name, phone and fax number and an email address in the PR Header Note for the vendor.
\$25,000.01 - \$50,000.00	Informal Quotes – Minimum 3 Quotes Required (1 from a disadvantaged business), when possible. If no additional quotes are obtained over \$25,000, department will be required to submit a Justification Memo from the Department Head and/or Manager.
\$50,000.01 +	Formal Request for Proposal (RFP)

INFORMATION TECHNOLOGY (Falls under NRS 332 CLARK COUNTY GUIDELINES)	
\$0.00 - \$25,000.00	Informal Quote – 1 Written Quote Required
\$25,000.01 - \$250,000.00	Informal Quote – Minimum 2 Written Quotes Required (1 from a disadvantaged business), when possible. If no additional quotes are obtained over \$25,000, department will be required to submit a Justification Memo from the Department Head and/or Manager.*
\$250,000.01 +	Formal Quote – Formal Request for Proposal (RFP)
<p>* If this purchase involves the purchasing of software, hardware and/or related implementation services, for the processing, storing or transmittal of:</p> <ul style="list-style-type: none"> • Criminal History • Justice Information (CJIS) • Health Information (HIPPA) • Payment Card Industry Information (PCI DSS) • Personal Information (NRS 603A) <p>Contact the Information Technology (IT) Security Administrator of Clark County and the Information Technology Security Administrator for the Clark County Department of Aviation for further guidance on procedures.</p>	

COMMON EXCEPTIONS TO THE COMPETITIVE BIDDING PROCESS (Guidelines in accordance with NRS 332)	
Exemptions from the Competitive Bidding process include but are not limited to the following:	
▪ Professional Services *	▪ Goods and Services purchased from organizations or agencies whose primary purpose is the training and employment of handicapped persons.
▪ Computer Hardware/Software	
▪ Sole/Single Source Purchases	
▪ Perishable Goods	
▪ Insurance	▪ Personal Safety Equipment used by Police and Fire Departments in responding to emergencies.
▪ Books & Subscriptions	
▪ Emergency Contracts	
*See Section III.5, Professional Services, Items (a-e) (Contact Purchasing and Contracts to accurately determine if purchases fit the criteria of an exemption as defined by NRS.)	

The Board of County Commissioners must approve the following actions:

- All professional service contracts valued over \$50,000.
- All Interlocal contracts valued over \$25,000.
- Award of Construction contract valued over \$1,000,000.
- Award of goods or non-professional service Bid, Joinder/Utilization and CBE contracts valued over \$500,000.